City of Norman clarification and responses to questions from Consultants for Consultant RFP #1516-41.

Questions from Plante & Moran:

1. The "Timeline" section on page 2 of the RFP includes a schedule of milestone for the City's consultant selection process which indicates that the City will provide a recommendation as to the selected consultant by April 26, 2016. That same section includes the following sentence: "The selected consultant(s) will develop the required documentation within 4 to 6 weeks of the beginning of the project and not to extend beyond the month of March 2016." Please clarify what requirement the City has for a start date and/or project completion date which the selected consultant must consider.

     City Response:

     The City of Norman has corrected this area of the RFP and apologizes for the confusion. We have added further comment to hopefully clarify this section better as well.

     Once a consultant is selected through this RFP process, which we anticipate having a selection by April 26, 2016, we require the consultant be available to start the project immediately. The goal of the Consultant and staff will be to have a project total cost that IT can present by mid November 2016 to management. The City would expect the evaluation and selection process of a software vendor with the help of the consultant could extend through the end of the year.

2. The "Timeline" section on page 2 of the RFP indicates that the City has funds available for the selected consultant. Would the City be willing to share: a) the budget which has been established for the consultant, and/or; b) a range of what the City has budgeted for the actual ERP vendor solution (software and services) selected with the assistance of the consultant.

     City Response:

     a) The City budget allocation is public information and can be found on the website.
         http://www.normanok.gov/finance/currentbudget
     b) The City has researched other municipalities to identify what they had spent on similar size and scope projects for a baseline. We expect this process to refine that number to a true depiction of what can be expected. We have seen projects in various price ranges. The consultant is being sought after to bring expertise to evaluating this cost.

3. The "Purpose" section on Page 2 of the RFP includes a high level scope of services including "...implementation, testing and acceptance of final software solution." The Scope of Work section on page 4 (and top of 5) does not include the services defined above. Please confirm that the City does not want to contract at this time for the services of an independent consultant to assist in the implementation effort.

City Response:

The City of Norman has added implementation to the last bullet item under "Scope of Work".   The City is seeking cost for implementation, final testing, and acceptance.

o   Assist with contract negotiation including warranty and ongoing maintenance, implementation, final testing, and acceptance.

4. The RFP describes the functional scope of the City's current HTE solution. Does the City prefer a single RFP for a single ERP solution from one ERP vendor or does the City anticipate a RFP approach which will solicit multiple Best of Breed software solutions?

City Response:

The City of Norman is looking for a "Best Solution" for Departments and the City as a whole; understanding that it is possible all modules may not be found in a single vendor. We will expect software vendors or solutions to have proven ability and success interfacing to industry leading ERP solutions or with other solutions to provide a total solution. We will strive to minimize interfaces and complexity but understand that may not be possible in all solutions.

5. Has the City had meetings or performed any direct communication with specific consultants or consulting firms in advance of issuing this consulting RFP and if so will the City further describe the level of consulting research which was performed?

City Response:

Declined, this question is beyond the scope of the RFP.

Questions from ZCo Consulting:

1. Site visits can be a time consuming and costly activity depending on the number of vendor sites to be visited, the number of City personnel attending, and whether or not consultant personnel also attend. From a consultant proposal perspective, we need to understand a) how many site visits are to be arranged and b) consultant attendance on the site visits.

City Response:

The City will limit site visits to only the top 2 vendors selected for consideration following on-site demonstrations. The City would request consultants to expect to attend via a conference call or webex session for group discussions at the site visit possibly.

2. Please identify the project's Executive Sponsor.

   City Response:

   The IT Department will lead this project under the direction of Tim Powers, the IT Director.

3. Please identify the City's project manager.

   City Response:

   Kari Keeler-Madden, IT Operations Manager

4. Does the City have a Technology Strategic Plan in place?

   City Response:

   See the public budget book posted on the website.

   http://www.normanok.gov/finance/

5. Please provide an organization chart for the IT department and specify the number of IT personnel by type/skill.

   City Response:

   http://www.normanok.gov/finance/currentbudget

6. What is the City's projected for its new ERP solution (acquisition & implementation).

   City Response:

   The City has researched other municipalities to identify what they had spent on similar size and scope projects for a baseline. We expect this process to refine that number to a true depiction of

what can be expected. We have seen projects in various price ranges. The consultant is being sought after to bring expertise to evaluating this cost.

7. What is the City's budget for this ERP selection engagement?

   City Response:

   See above.

Questions from CJIS Group LLC:

1. After the consultant is finished, how will the City procure the system (RFP, sole-source)

   City Response:

   RFP

2. If solicitations are released, where will they be posted at?

   City Response:

   City Website, local newspaper

3. How is the City going to fund the ERP project (the project as a whole, not just the consulting aspect)?

   City Response:

   Through appropriations by City Council

4. When does the City hope to have the ERP system implemented?

   City Response:

   We expect a possible two year project from RFP to implementation. A target date would be December 2019.